

APPLICATION INSTRUCTIONS

Checklist

Part A: General Library Information

- ☐ Library Information (page 3)
- ☐ Program Principles (pages 3–4)
- ☐ Grant Applicant Certification with required signatures (page 5)
(For Purchase Option Grants, see page 2.)

Part B: Library Building Information

- ☐ One complete form for each building (pages 6–10)

Part C: Grant Equipment Request

- ☐ One complete form for each building (pages 11–13)

Part D: Content Server Request

- ☐ One complete form for each application (page 14)

Program Training in Seattle form*

- ☐ One complete form for each application

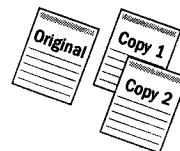
**For library systems with a legal service area (LSA) population of more than 100,000 and/or libraries applying for a Supplemental Training Lab Grant.*

Three Complete Copies of the Application

- ☐ One original and two copies of the application, including all attachments, need to be submitted.

Submit to

Bill & Melinda Gates Foundation
ATTN: Library Grants Administration
1551 Eastlake Ave. East
Seattle, WA 98102



For all grants, remember to submit one original and two copies of the final application.

For Eligible Library Building Grants *(at least one building has a service population in poverty [SPOV] of greater than 10%)*

- Complete Part A once for your entire library system.
- Complete Parts B and C for each of your library buildings. Photocopy these sections of the application as needed. These sections must be completed for all buildings, including buildings eligible for an Eligible Library Building Grant and buildings eligible for a Purchase Option Grant.
- Complete Part D for your entire library system. If you are refusing the content server grant, simply check the appropriate box.
- Attach the Library Eligibility Table that you received with the application materials to the front of the application.
- The application should be in order by building. Part A should be followed by Parts B and C for Library Building 1, Parts B and C for Library Building 2, Parts B and C for Library Building 3, and so on. Part D should be last.
- Submit one original and two copies (three complete copies) of the application.

For Purchase Option Grants *(buildings that have a service population in poverty [SPOV] of less than 10%)*

The term "Purchase Option Grant" refers to those libraries that have a service population in poverty (SPOV) of less than 10 percent. While an Eligible Library Building Grant includes a cash award for computers and some related equipment, a Purchase Option Grant does not include a cash award. Those libraries choosing to participate in the Purchase Option Grant will receive the following items after they have purchased a Gates Library Computer: Donated software (preloaded on the Gates Library Computer); training at a regional location; a set of publications pertaining specifically to the Gates Library Computer; one year of Bill & Melinda Gates Foundation technical support (unlimited calls); and one software upgrade (for limited titles).

This is your only opportunity to apply for this grant. If you apply now and change your mind later, you are not obligated to purchase a Gates Library Computer simply because you submitted an application.

If your library system has one or more buildings that are eligible for the Purchase Option Grant (as indicated on the enclosed Eligibility Table) **and** you would like them to purchase the Gates Library Computer, there is a limited amount of information that we request you to submit on their behalf. For all Purchase Option Grant applicants, please complete only the following:

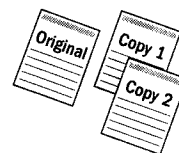
- Complete Part A, only Section 1.
- Complete Part B, only Sections 1–3. Photocopy these sections as necessary (one for each building).
- Complete Part C. Photocopy these sections as necessary (one for each building).
- Attach the Library Eligibility Table that you received with the application materials to the front of the application.
- Submit one original and two copies (three complete copies) of the final application.

Appealing Your Grant Status

- If you are appealing your eligibility **and** want to be granted a content server, complete Part D.
- If **all** of the buildings in your system are eligible for the Purchase Option Grant (as indicated on the enclosed Eligibility Table) **and** you plan to appeal at least one building's status so that it becomes eligible for an Eligible Library Building Grant, **then**, for those buildings that are appealing, you must complete the entire application.

Submit to

Bill & Melinda Gates Foundation
ATTN: Library Grants Administration
1551 Eastlake Ave. East
Seattle, WA 98102



For all grants, remember to submit one original and two copies of the final application.

PART A: GENERAL LIBRARY INFORMATION

Please provide the information in Part A for your entire library system. The information provided in this application might be released to your state library agency, or it might be released for legitimate research or evaluation purposes as determined by Bill & Melinda Gates Foundation personnel. The information will be released only if a written request is received from an appropriate State Library official or other recognized officials and will not include any personal identification information.

1. LIBRARY INFORMATION

Library Name: _____

If the entire library system is not interested in applying, please check here: ☐

(There is no need to complete the remainder of the application. Please return this page to the Foundation.)

Check Entity (the name of the organization to which the check should be written, if different from above): _____

Please verify the IRS tax status of the check entity by selecting one of the following. The check entity is a:

- ☐ Federal, state, or local government agency
- ☐ 501(c)(3) public charity
- ☐ 501(c)(3) private foundation or private operating foundation

If the check entity is a 501(c)(3) organization, you must attach a copy of its most recent IRS tax determination letter and its most recent Form 990 tax return.

If you do not check one of the boxes above, you will be contacted by the Foundation.

Address (street/PO box): _____

(city/state/zip): _____

Phone: _____ Fax: _____

Web site URL (if any): _____

Library Director : Ms. Mr. Dr. _____ Phone: _____

Fax: _____ E-mail: _____

2. PROGRAM PRINCIPLES

The Foundation believes that State Partnership Program grants should serve as a catalyst for other groups and individuals to support public libraries. To help achieve this goal, the Foundation promotes the principles of need, partnership, leveraging, and sustainability.

Principle 1: Need

We understand that the mission of the Bill & Melinda Gates Foundation is to partner with public libraries to bring public access computing, the Internet, and digital information to people in low-income communities and those caught in the "Digital Divide" in the United States and Canada. The funding is aimed at those who are at or below poverty levels and persons who do not have access to personal computers or the Internet at home, work, or school.

This library recognizes the patrons in need in our community and will offer or expand access to computers and the Internet to the public through the library. This community faces challenges with one or more of the following issues: poverty, unemployment, education levels, literacy rates, ethnicity, industry, or business concerns. The library is committed to reaching out to the patrons in these distinct groups and feels that the addition of public access computers and

Internet access will be a significant benefit in our efforts to reach these citizens. We intend to offer programming and training using the Gates Library Computers.

Principle 2: Partnerships

With this grant, a partnership is built between the Foundation and this library. The library recognizes that the grant funds should also help build partnerships between the library and their communities and within the library community itself. We will make every effort to form mutually beneficial partnerships with organizations and agencies in our community, such as schools, chambers of commerce, literacy groups, senior citizen groups, and local businesses and industries. While the library offers services to these groups, we intend that the groups will, in turn, volunteer services, provide funds for library improvements, and assist with programs for the library.

Examples:

Library asked the National Honor Society at the local high school to present the library to its members as a possible place for them to do their required volunteer work.

Library provided a senior citizens group with a location to hold informational meetings and computer training classes. Besides providing increased patronage for the library, it also produced additional volunteers to work in the library and supportive voters on library bond issues.

Principle 3: Leveraging

We understand that the Foundation grant should serve as a catalyst for others to support the library and to make a priority of broad, long-term, and sustainable public access to information technologies. The library plans to encourage individuals and organizations, such as government, business, foundations, and service groups, to help with additional funding and service donations to expand and enhance the capabilities provided by the grant.

Examples:

Library requested from the city council an additional staff position to provide technical support and training on the granted equipment.

Library asked a local service organization for the computer furniture necessary to set up the granted equipment.

Principle 4: Sustainability

The Foundation's activities, such as the grant process, technical assistance, training, and partnership building, encourage long-term technological and financial sustainability within the local community. We are currently developing a plan for supporting and maintaining the granted hardware and connectivity equipment that will focus on sustaining the equipment over time. Our solution for sustainability will include budgeting for upgrading and replacing the granted equipment, as well as soliciting support from the community. Our goal is to develop technological self-sufficiency.

Examples:

Library created an Adopt-a-Computer Part campaign, where patrons are recognized for purchasing equipment and supplies to help support the technology in the library.

Local Internet Service Provider gave free Internet connectivity to a library in exchange for the library holding Internet classes for the community.

Additional examples can be found in the "Partnerships, Leveraging, and Sustainability" chapter of the *Grants and Eligibility Guidelines* publication.

3. GRANT APPLICANT CERTIFICATION

PURPOSE: The purpose of the State Partnership Program is to expand the availability of public access computing and to provide access to the Internet and digital information through the public library.

ELIGIBILITY STANDARD: To be eligible for a State Partnership Program grant from the Bill & Melinda Gates Foundation, a library must be recognized by the state library agency as a public library, act as a public library, be open for public use (not as an administrative facility), serve an area of greater than 10 percent poverty, and not have previously received a Bill & Melinda Gates Foundation grant.

In making this application, we certify that:

1. We understand the purpose of the State Partnership Program, and this library meets the eligibility standard.
2. We understand the four Program Principles and with every good faith effort will comply with them.
3. The information provided in this application is complete and accurate to the best of our knowledge and represents the needs of this community.
4. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
5. We understand that there may be costs associated with receiving a grant that are not covered by the grant. These expenses might include, but are not limited to, staff, construction/renovation, furniture, materials, supplies, ongoing telecommunication costs, and non-granted hardware and software.
6. Good faith efforts will be made to sustain the public access computing capability established by this grant. Such efforts will be aimed at ensuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, good faith efforts will be made to ensure adequate public funding for the proper maintenance and eventual replacement of the equipment provided by this grant.
7. We understand that grants will be made only to public libraries that provide direct access to computers for public use, and we will operate and administer the computers and Internet access without charges or fees to library patrons.
8. We understand the grant requirements as stated in the *Grants and Eligibility Guidelines* publication.

SIGNATURES

Library Director

Signature: _____

Name (please print): _____ Date: _____

Chair of the Library Board

Signature: _____

Name (please print): _____ Date: _____

PART B: LIBRARY BUILDING INFORMATION

The questions in Part B apply to each library building for which you are applying for a grant. Your completed application must include a Part B for each building. Please photocopy this form (pages 6–10) as needed. Note that each library building for which you provide information must correspond to a library building listed in the Library Eligibility Table.

1. LIBRARY BUILDING INFORMATION

Library Building Name: _____

If you are *not interested* in applying on behalf of this library building, please check this box ☐ and submit this page as part of your application. There is no need to complete the remainder of the application for this building.

Address (street and P.O. box if any): _____

(city/county/state/zip): _____

Is this the same building name or address as on the Library Eligibility Table? (circle one) Y N

Phone: _____ Fax: _____

Shipping Address, if different from above (street/city/state/zip): _____

Is this library building a . . . ? (check one): ☐ Central/Main Library ☐ Branch Library**2. LIBRARY BUILDING CONTACT INFORMATION**Library Building Manager Name: Ms. Mr. Dr.

(This should be a person from the building or the library system whom the Foundation can contact with questions about this building.)

Phone: _____ Fax: _____

E-mail: _____

Library Building Technical Contact Name: Ms. Mr. Dr.

Phone: _____ Fax: _____

E-mail: _____

Library Building Training Contact Name: Ms. Mr. Dr.

Phone: _____ Fax: _____

E-mail: _____

3. LIBRARY BUILDING HOURS/MEETING ROOMS

Hours of Operation: Monday: _____ AM/PM to _____ AM/PM

Friday: _____ AM/PM to _____ AM/PM

Tuesday: _____ AM/PM to _____ AM/PM

Saturday: _____ AM/PM to _____ AM/PM

Wednesday: _____ AM/PM to _____ AM/PM

Sunday: _____ AM/PM to _____ AM/PM

Thursday: _____ AM/PM to _____ AM/PM

Does the library building have any meeting rooms? (circle one) Y N If yes, how many meeting rooms? _____

Size(s) and capacity of meeting rooms:

Room 1: Maximum number of people _____
_____ Square feetRoom 3: Maximum number of people _____
_____ Square feetRoom 2: Maximum number of people _____
_____ Square feetRoom 4: Maximum number of people _____
_____ Square feet

Feel free to contact the Networking Department with any questions regarding the following section. 1-888-289-8989

4. LOCAL-AREA NETWORK

Are all of the public access computers connected to a local-area network (LAN)? (circle one) Y N

(If **no**, and if you want to connect any of your **existing public access computers** to the network that will be formed with the Gates Library Computers, you may request a Network Interface Card (NIC) for each computer you want to connect. Each computer must have at least a Pentium 133-MHz processor with 32 MB (Win 95/98), 36 MB (Win NT), or 64 MB (Win 2000) of RAM, and at least 215 MB of free disk space. Each computer must run Windows 95, Windows 98, Windows NT Workstation, or Windows 2000 as an operating system.)

Do you currently use wireless equipment in your LAN? (circle one) Y N

Do you want to request a Network Interface Card (NIC)? (circle one) Y N If yes, how many? _____

(The computers you receive through the grant are equipped with NICs. Please do not request NICs for Gates Library Computers.)

Of the NICs requested, how many should be wireless? _____

5. INTERNET STATUS

What is the total number of existing computers in your library that are connected to the Internet? _____

(Of that number, how many are staff computers? _____ public access computers? _____)

What is the total number of computers you are requesting to be granted for this building? _____

Add the answers to the two questions above to determine the total number of computers that will be connected to the Internet: _____

Does the building meet the minimum Internet connectivity requirements as outlined in the *Grants and Eligibility Guidelines* publication for the total number of computers that will be connected to the Internet (see above)?

(circle one) Y N

(If you have computers that are connected to the Internet, continue to Section 6. If you **do not** have any computers that are connected to the Internet, skip to Section 7.)

6. LIBRARIES WITH CURRENT INTERNET CONNECTIVITY

Please provide responses for the following only if the library building is currently connected to the Internet in any way. Your library may be eligible for some networking equipment. Please consult the *Grants and Eligibility Guidelines* publication or call the Foundation's Network Deployment Department at 1-888-289-8989 if you have questions about completing this section.

What type of Internet connection are you using? (check one) ☐ Dial-up (ISDN or analog) ☐ Dedicated

If **ISDN**, what speed is the connection? (check one) ☐ 64 Kbps ☐ 128 Kbps

If **dedicated**, what type of dedicated connection do you currently have? (check one) ☐ Frame Relay

☐ Cable ☐ Wireless ☐ Dedicated Point-to-Point ☐ xDSL ☐ Other: _____

What connection speed are you currently using? (check one)

☐ 56/64 Kbps ☐ 128 Kbps ☐ 256 Kbps ☐ Greater than 256 Kbps

Is there any type of proxy server or filtering device in place? (circle one) Y N

If **yes**, list the manufacturer or software and version or model number: _____

If you use a router, what is the brand? _____ What is the model? _____

Do you own or lease the router? (check one) ☐ Own ☐ Lease

Do you plan to change or upgrade your Internet connection to meet the minimum Internet connectivity requirements? (circle one) Y N N/A (If **yes**, continue to Section 7. If **no** or N/A, skip to Section 8.)

7. LIBRARIES PLANNING TO IMPLEMENT, CHANGE, OR UPGRADE INTERNET CONNECTIVITY

Please provide responses to the following questions only if your library is not currently connected to the Internet in any way, or if you plan to change or upgrade your Internet connectivity in any way.

What type of connection do you plan to use? (check one) ☐ Dial-up (ISDN or analog) ☐ Dedicated

If ISDN, what connection speed do you plan to use? (check one) ☐ 64 Kbps ☐ 128 Kbps

If **dedicated**, what type of connection do you plan to use? (check one)

☐ Frame Relay ☐ Cable ☐ Wireless ☐ Dedicated Point-to-Point ☐ xDSL ☐ Other: _____

What connection speed do you plan to use? (check one)

☐ 56/64 Kbps ☐ 128 Kbps ☐ 256 Kbps ☐ Greater than 256 Kbps

Do you plan to use any type of proxy server, cache server, or filtering device? (circle one) Y N

If **yes**, please list the manufacturer or software and version or model number. _____

What is the one-time installation and setup fee for installing, changing, or upgrading your connection? \$ _____

(Include both the connection installation fee from the telephone company and the setup fee that the ISP might charge.)

If you plan to use a router, what will the brand be? _____ What will the model be? _____

Will you own or lease the router? (check one) ☐ Own ☐ Lease

Who will install the router? (check one)

☐ Library staff ☐ State Network staff ☐ Internet Service Provider

☐ Local technical/PC company ☐ Foundation staff ☐ Other: _____

Will the same group that installs the router also support the router? (circle one) Y N

If **no**, who will support the router? _____

8. WIDE-AREA NETWORK

A wide-area network (WAN) is one in which each branch is directly connected to the central library through dedicated leased lines, such as Frame Relay.

Do you have an existing WAN? (circle one) Y N (If **yes**, skip to Section 9.)

Do you plan to build a WAN? (circle one) Y N (If **no**, skip to Section 9.)

Will this building be the central site? (circle one) Y N

Will all branches be connected to the WAN? (circle one) Y N

What type of connection do you plan to use for the WAN? (check one) ☐ Frame Relay

☐ Dedicated Point-to-Point ☐ xDSL ☐ ISDN ☐ Cable modem ☐ Other: _____

What brand will the router be? _____ What model? _____

Who will install the router? (check one)

☐ Library staff ☐ State Network staff ☐ Internet Service Provider

☐ Local technical/PC company ☐ Foundation staff ☐ Other: _____

Will the same group that installs the router also support the router? (circle one) Y N

If **no**, who will support the router? _____

9. INTERNET SERVICE PROVIDER / TELEPHONE COMPANY

Complete this information for the ISP and telephone company that your library will be using at the time of grant implementation.

Internet Service Provider

Company name: _____ Contact name: _____

Phone: _____ Fax: _____ E-mail: _____

URL: _____

Is this a change from your current ISP? (*circle one*) Y N

Telephone Company

Company name: _____ Contact name: _____

Phone: _____ Fax: _____ E-mail: _____

URL: _____

Is this a change from your current telephone company? (circle one) Y N

10. ELECTRICAL CAPACITY

Has the building wiring been checked by an electrician? (*circle one*) Y N

(The grant does not require an electrician's inspection, but it is recommended. We suggest a maximum of four computers per circuit.)

11. INTERNET CONNECTIVITY PREPARATION/PLANS

Are there any special circumstances that could affect the design or deployment of your Internet connection or your WAN that the Foundation's Network Deployment staff should be aware of? For example, how will these technologies affect your OPAC?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and is set against a dark background.

12. LOOKING FORWARD TO THE NEXT 12 MONTHS

Will the library be closed to the public for renovation or a move or other reasons during the next 12 months? (*circle one*) Y N

If yes, what are the planned beginning and end dates of the closure(s)? _____

If you care to elaborate on your plans, please feel free to do so here.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PART C: GRANT EQUIPMENT REQUEST**GATES LIBRARY COMPUTER GRANT PACKAGES**

These grant packages describe the standard products that libraries receive as part of an Eligible Library Building Grant. Because the Foundation supports granted products as complete packages, libraries will be awarded all products in the grant package that they are eligible to receive. Prices are estimates only. The actual grant award is determined by current pricing at the time of the award and the minimum Internet connectivity in the building. *(Please refer to the Grants and Eligibility Guidelines publication for eligibility factors and connectivity requirement information.)*

In addition to the granted equipment you will also receive the following.

- Donated software (preloaded on the Gates Library Computer)
- Training
- A set of publications pertaining specifically to the Gates Library Computer
- One year of Bill & Melinda Gates Foundation Technical Support
- One software upgrade for limited titles

ELIGIBLE LIBRARY BUILDING GRANTS — THOSE LIBRARIES SERVING A POPULATION IN POVERTY (SPOV) GREATER THAN 10%**One-Computer Grant**

Libraries with a service population (SPOP) of 0 to 4,999

Part	Estimated Price
1 Gates Library Computer	\$2,155
HP Laser Printer	1,500
Internal Building Wiring Allowance	250
Switch—24-Port 10/100	300
Network Accessory Kit	155
1 Spanish Keyboard	25
Total Estimated Price	\$4,385

Four-Computer Grant

Libraries with a service population (SPOP) of 10,000 to 34,999

Part	Estimated Price
4 Gates Library Computers	\$ 8,620
HP Laser Printer	1,500
Internal Building Wiring Allowance	750
Switch—24-Port 10/100	300
Network Accessory Kit	155
2 Spanish Keyboards	50
Total Estimated Price	\$11,375

Two-Computer Grant

Libraries with a service population (SPOP) of 5,000 to 9,999

Part	Estimated Price
2 Gates Library Computers	\$4,310
HP Laser Printer	1,500
Internal Building Wiring Allowance	500
Switch—24-Port 10/100	300
Network Accessory Kit	155
1 Spanish Keyboard	25
Total Estimated Price	\$6,790

Six-Computer Grant

Libraries with a service population (SPOP) of over 35,000

Part	Estimated Price
6 Gates Library Computers	\$12,930
HP Laser Printer	1,500
Internal Building Wiring Allowance	750
Switch—24-Port 10/100	300
Network Accessory Kit	155
2 Spanish Keyboards	50
Total Estimated Price	\$15,685

GRANT REQUEST INFORMATION

Please refer to the Library Eligibility Table that you received with the application materials as you complete this section. You must submit one Grant Request Information form for each library building. Please photocopy this form as needed.

1. LIBRARY BUILDING

Library Building Name: _____

- ☐ Check this box if the above name differs from that on the Library Eligibility Table.

2. GRANT REQUEST**A. ACCEPTING THE GRANT**

- ☐ We are requesting the exact computer grant that this library building is eligible to receive, as listed in the Library Eligibility Table.

B. MODIFYING THE GRANT

- ☐ We are requesting fewer computers than this library building is eligible to receive, as listed in the Library Eligibility Table. We are requesting _____ computers.
- ☐ We have reviewed the previous page and do not wish to receive one or both of the following items.
- ☐ Printer ☐ Switch

C. APPEALING THE GRANT

We have reviewed the *Grants and Eligibility Guidelines* and we are appealing. Our letter of appeal and supporting documentation are attached to this application. (Please check the appropriate box below.)

- ☐ This library is eligible for an Eligible Library Building Grant. We are appealing to receive more computers than are listed on the Library Eligibility Table for this building.
- ☐ We are appealing the Purchase Option Grant status of this building and want to receive an Eligible Library Building Grant.
- ☐ We are appealing based on special local circumstances.

3. REQUESTING AN ADDITIONAL COMPUTER TO SERVE SPANISH-SPEAKING PATRONS

This offer applies only to library buildings that the Bill & Melinda Gates Foundation has identified as eligible for a one-computer grant package. Library buildings that are eligible to apply for an additional computer to serve Spanish-speaking patrons are designated with a single asterisk on the Library Eligibility Table. Please check the box below if appropriate for your library.

- ☐ We would like to request a second computer on which we plan to use the Spanish-language profile.

4. REQUESTING ADDITIONAL SPANISH-LANGUAGE KEYBOARDS

One Spanish-language keyboard will be granted to libraries awarded 1 or 2 computers, and two Spanish-language keyboards will be granted to libraries awarded 4 to 6 computers.

If you would like to request more Spanish-language keyboards for your library's Spanish-speaking patrons, please fill in the blanks below. The total number of Spanish keyboards awarded cannot exceed the total number of computers for which the library building is eligible.

Number of Spanish-language keyboards library is eligible to receive as part of the grant package: _____

Number of additional Spanish-language keyboards requested: _____

5. USING GRANT FUNDS TO PURCHASE DIFFERENT COMPUTERS

Eligible Library Building Grant applicants who prefer to have a type of computer other than the Gates Library Computer may request a cash award to purchase personal computers of their choice. Libraries that are eligible for a one-computer grant will receive a cash award equivalent to the price of one Gates Library Computer (based on current pricing at the time of the award). Libraries eligible to receive a two-computer grant will receive a cash award equivalent to the price of two Gates Library Computers (based on current pricing at the time of the award), and so on.

Libraries choosing this option will not receive any of the other products or services associated with the Gates Library Computer grant packages (printer, wiring allowance, switch, network accessory kit, Spanish-language keyboards, donated software, software upgrade, training, publications, systems support, and networking support).

It is necessary that the alternate computers meet or exceed the basic hardware specifications included in the application package, and you will need to provide equivalent software programs on these computers. The software programs on these computers must include, but are not limited to, software for personal budgeting, word processing, general reference, and Internet access and a small number of children's programs.

If you want to receive granted funds to purchase computers other than Gates Library Computers, please indicate below with your signature.

I understand and will comply with the above terms and requirements. I am requesting a cash award equivalent to the number of computers this building is eligible to receive. I understand that I am required to purchase the same number of public access computers as the library was originally eligible to receive. I also understand that these computers must be available for public access free of charge at all times the library is open, and provide Internet access.

Signature (Library Director): _____

PART D: CONTENT SERVER REQUEST

NOTE: If you are a Purchase Option Grant applicant, do not complete this section unless you are appealing your eligibility and are requesting to be granted a content server.

GATES LIBRARY CONTENT SERVER

A library system may apply for one content server if that system has at least one building applying for an Eligible Library Building Grant. For more details about the content server and its uses, and to help you complete this Content Server Request, refer to the "Grant Equipment and Software" chapter of the *Grants and Eligibility Guidelines* publication. To be awarded a content server, libraries must explain how they plan to use the content server to expand public access computing and demonstrate that they have the resources to maintain and sustain this computer.

Content server current price: \$4,450.

1. CONTENT SERVER NARRATIVE

The "Grant Equipment and Supported Software" chapter of the *Grants and Eligibility Guidelines* publication describes three supported uses of the content server: Web server, resource sharing, and Internet security and acceleration. While it is technically possible to use your content server for all of the described uses simultaneously, it is not recommended. For security purposes, it is best to use the content server for one of the three described scenarios. Your response should address the following three questions. Please attach your response to the back of this request.

A. For what purpose do you intend to use the content server? (check one)

☐ Web server ☐ Resource sharing ☐ Internet security and acceleration ☐ Other _____

B. How will the content server help your library?

C. Describe your plans for maintaining and sustaining the content server. Who will be responsible for the maintenance, management, and administration of the content server?

2. CONTENT SERVER LOCATION

In what building will the content server be located? _____

Answer the following questions only if you are considering using the content server for Web hosting.

Does the building in which you intend to house the content server meet the minimum Internet connectivity requirements of the content server, as outlined in the *Grants and Eligibility Guidelines* publication? (circle one) Y N

If not, do you plan to upgrade your connectivity? (circle one) Y N

If you do plan to upgrade, please contact the Foundation's Network Deployment Department at 1-888-289-8989. If you do not plan to upgrade to meet the minimum Internet connectivity requirements, your system will not be able to use the content server for Web hosting.

3. CONTENT SERVER GRANT REQUEST

☐ **Accepting the Content Server Grant**

This library is planning to purchase the Gates Library content server with granted funds. This grant request is in addition to the grant that the library is eligible to receive, as listed on the Library Eligibility Table.

☐ **Refusing the Content Server Grant**

This library system is not applying for a content server grant.